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Chief, Classification Wage Administrative Division   8 May 1951

Assistant to the Chief of Procurement

Reclassification of Receiving and Inspection Position,
Operational Warehouse Branch

1. Submitted herewith are certain important opinions and facts
relative to increasing the grade of the Receiving and Inspection
Clerk position to GS-7 and reclassifying the position presently de-
signated as GS-3 Clerk-typist to Clerk-checker GS-5, which was
established as a GS-4 Clerk-general on the previous T/O but was
erroneously changed in process of the reorganization.

2. There are very few, if any, Receiving Clerk positions
which are comparable to these positions. This assumption is based
upon the fact that no other government agency, with the exception
of the Departments of Army, Navy and Air Force, processes the
variety of non-administrative equipment to provide logistical
support to its operations that this agency does.

3. There is, of course, no reasonable comparison between the
sizes of the above agencies and CIA, nor in the volume of materials
processed by their specialized organizations, Ordnance, Quarter-
master, Signal Corps, Medical Chemical Warfare. However, the depot
operations of these activites are concentrated on certain classes
or segments of the materials to which their respective organizations
are devoted. No one depot generally carries a stock which is
representative of the stock of the entire supply organization.
However, the comparatively small size of CIA and the volume of
supplies processed prohibit the establishment of specialized depots
or warehouses devoted to certain classes of material and operated
by supply specialists in that particular field. Instead, one ware-
housing activity and the same receiving and warehousing personnel
are used for the processing of a much larger variety of materials,
consisting of items from each of the above services, plus an
extensive group of civilian commodities.

4. Over 6,000 communications items, consisting of Signal
Corps, Engineers, and miscellaneous items, plus 2,000 operational
items varying from standard Ordnance, Quartermaster, and photo-
graphic items to items especially designed and manufactured for CIA
to meet particular operating requirements are stocked within the
operational warehouse. In addition to these items, an extensive
variety of other materials not carried in Procurement Office stock
accounts are processed, which are required in field operations.
To mention but a few of these groups, which continually vary, there
are medical vaccines, explosives, clothing, furniture, automobiles,
trucks, building materials, and machinery.

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5. Also of importance in analysing this position are the complexities involved in receiving materials on Agency contracts, the main difficulty lying in the interpretation of the contract as to what is required by the Agency in comparison with the materials received from the manufacturer. The greatest majority of these contracts relate to communications equipment and especially designed equipment.

6. Another abnormality in this particular receiving function is the issuance of blanket orders or contracts which allow contractors to submit either the requested item or acceptable substitutes for examination by the Agency. Such action is required in the search for rare and difficult items. In all such cases, itemized listings of the material received are prepared by the Receiving Clerk prior to effecting payment on the purchase order involved, and in order that a determination can be made by the appropriate using activity as to the acceptability of items in question.

7. The above examples illustrate the non-routine nature of this function in comparison to other similar functions in the Federal service, and the responsibilities entailed, hence requiring thoroughly trained personnel of a higher caliber, which is the basis for the recommendations set forth herein.

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